

# Our Handbook for Business, the Bible

## Allocating your time

Over the years I've seen too many owners squander their opportunity to achieve greatness because they didn't know how to effectively manage the operation or lead a team to grow sales and profits.

An astute entrepreneur once told me, 'You can't put a bow tie on a Billy goat' - a crude way of describing overworked, chaotic business owners, trapped in an under-performing operation. But they won't change course or seek help to get things right.

### My counsel for you, as a business owner:

Ideally, your time should be split THREE ways...

<b>% of your time</b>	<b>Your role</b>
70%	Strategic LEADER
20%	Diligent MANAGER
10%	Conscientious WORKER

If you're struggling in business, chances are your MANAGER time is about right at 20%; but the other two are wrong - leader time is too low at 10%; and WORKER time is too high at 70%

And yes, I get it, sometimes it's just easier being a worker than a leader!

### However, you do need to reduce your WORKER time; but how?

- 1: By delegating tasks to the team in a methodical and timely way
- 2: And working with them to create a Systems & Procedures Manual that documents how every task is done the right way, by whom and when

### Then increase your LEADER time to build a great business, this way:

- 1: You treat the whole BUSINESS as your PRODUCT, always challenging the status quo
- 2: Then set aside a day each week to work on strategies to improve the product
- 3: Articulate and focus on your God-ordained vision for a better future
- 4: Be alert to the threats your industry and business face...and opportunities this presents
- 5: Study and apply Handbook to learn and apply business principles.

***In time with your LEADER-MANAGER-WORKER roles in the right proportion, you can build a great, God-honouring business.***

### THE BIBLE, our HANDBOOK, counsel: Proverbs 22:29, Good New Translation...

*"Show me someone who does a good job, and I will show you someone who is better than most and worthy of the company of kings"*

### Other Scriptures (NKJV):

**Exodus 18:13-26**, "...For this thing is too much...you are not able to perform it by yourself..." (v18)  
**Proverbs 11:14**, "Where there is no counsel...people fall...in the multitude of counselors...is safety"  
**Proverbs 16:9**, "A man's heart plans his way, but the LORD directs his steps"  
**James 1:5**, "If any of you lacks wisdom, let him ask of God, who gives to all liberally..."  
**Ecclesiastes 9:10**, "...Whatever your hand finds to do, do it with your might..."